DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814
(916) 445-0250

June 24, 1976

ALL-COUNTY LETTER NO. 76-89

TO: COUNTY WELFARE DIRECTORS
      DATA PROCESSING OFFICERS

SUBJECT: AUTOMATED AID CLAIMING SYSTEM

REFERENCE:

The Department of Benefit Payments has completed a study to assess the cost/
benefit and feasibility of computerizing the state's processing procedures
on Aid Claims submitted by the county welfare departments. This computer
system has been presented to and accepted by the Intergovernmental Board
on EDP. In order to achieve maximum benefits from the proposed computerized
system it is essential that all county welfare departments having Electronic
Data Processing (EDP) capabilities submit aid claim data on magnetic tape
rather than hardcopy or microfiche. This will preclude the expense of re-keying
data already computerized by the counties.

To facilitate data communications between the counties and the state, standards
are being developed for the Aid Claiming System as follows:

1.	Data Communication/Recording	Attachment No. 1
2.	Tape Record/File formats	Attachment No. 2 & 3
3.	Data Element Codes to be used on tape records	Attachment No. 4

The standards as proposed in the attachments are being provided to the
counties at this time for review and planning purposes. Before beginning
any modifications to county system/programs please wait for an all-county
letter advising you of the final "standards". Schedules for submission of
data on magnetic tape will also be established by an all-county letter, to
be issued at a later date in the proposed system development.

At this time we would like the counties to advise us of the estimated cost
and lead time required for implementation, and identification of any problems
associated with the proposed standards. The attached questionnaire included
as Attachment No. 5 has been developed to assist you in preparing your response.

GEN 654 (2/75)

If we can be of any assistance please contact Frank Eichelkraut (916) 445-0250. This information is of great importance and we will attempt to help you in any manner to expedite the return of your comments.

We would appreciate your reply by July 7, 1976.

Sincerely,

GARY G. ADAMS
Deputy Director

Attachments

cc: CWDA

ATTACHMENT NO. 1

DATA COMMUNICATION/RECORDING STANDARDS

1. EBCDIC CODE – Data must be written in EBCDIC (or BCD if you are restricted to seven-track tape).

2. TAPE LABEL (Internal) – Use USASI (ANSI) labels if possible. It is important that a tape mark be produced before and after actual claim record data. Do not send unlabelled tapes. If you cannot write a USASI label on an EBCDIC coded tape (as with some IBM-OS systems) write your system's standard label. Data must be in EBCDIC.

3. DATA FIELD USAGE – Use DISPLAY (External Decimal) characters only. Do not use Internal (packed) Decimal, or Computational digits. Designated numeric signed fields, used to indicate negative values, must have the sign in the left half of the low-order byte (see Data Field Element Information on Attachment No. 2).

4. RECORDING – Use 9 TRK – 1600 BPI tape if possible. At this time the proposed Blocksize = 2412.

Note to Honeywell users: If you are able to submit 9 TRK – EBCDIC coded tape, please write it "UNBANNERED". If you cannot write USASI (ANSI) labels, use Honeywell standard labels. If you are unable to send an IBM-compatible tape, we can accept a Honeywell tape meeting the following specifications:

> Honeywell formatted, bannered
> Standard labels
> Seven-track, 556 BPI
> Odd parity
> 2500 bytes/block maximum

If you are unable to meet these "standards" please notify us through Item 3 of the Questionnaire (Attachment No. 5) or by other appropriate comments.

SYSTEM SUGGESTIONS

SYSTEM	CODE	LABEL	TAPE	COBOL PICTURE CODE
IBM-OS Systems	EBCDIC	USASI (ANSI) Label or Standard Label (IBM)	9 TRK-1600 BPI	S9()V99
Burroughs	EBCDIC	USASI (ANSI) Label	9 TRK-1600 BPI	J9()V99
Honeywell - 9 TRK*	EBCDIC	Standard Label (Honeywell)	9 TRK-1600 BPI	S9()V99
Honeywell - 7 TRK	Honeywell	Standard Label (Honeywell)	7 TRK-556 BPI	S9()V99

* No "banner" character to be produced on record.

We (the state) will run the 7 TRK Honeywell Tape through a special conversion program.

ATTACHMENT NO. 2

Aid Claim Record/File Formats

This is the proposed concept as to what the detail aid claim record, Form ABCD 801, would look like. Handling of adjustments (repayments, abatements, court decisions, and county corrections) are currently being considered as an extended usage of this format. The development of a standardized "Record Sequence Code" will be able to handle any such adjustments.

Please refer to Item 4 of the Questionnaire (Attachment No. 5).

Record Layout Instructions

AID CLAIMING SYSTEM
ABCD-801 AID PAYROLL (CONTRA ROLL)

General Information

Record Field Definitions
Ref: Fiscal Management and Control Aid Claim Handbook,
Section 25-750 Form 801 Aid Payroll (Contra Roll)

DATA ELEMENT	POSITIONS	SIZE	DATA	DEFINITION
Record Key	1 – 26	26	AN	
County-Code*	1 – 2	2	N	County Code –(See Attachment No. 4)
Claim-Date	3 – 6	4	N	Claim Date
	3 – 4	2	N	Claim Date YR
	4 – 6	2	N	Claim Date MO
Aid Program*	8 – 9	2	N	Aid Program No. – (See Management and Office Procedures Section 23–275.3)
Case-Serial Number*	11 – 19	9	N	Case-Serial Number or SSN (Right Justified and Zero Filled)
Roll-Code	21 – 23	3	AN	Type of Roll Code –
	21 – 22	2	N	Roll Code – Claim Code or Line No. – (See Fiscal Management and Control Aid Claim Handbook, Section 25–730.31, and Summary Report Form Series 800)
	23	1	A	Roll Code – Column Letter – (See Summary Report, Form Series 800)
Financial Code	25 – 26	2	A	Financial Code – (See Fiscal Management and Control Aid Claim Handbook, Section 25–750.53, 25–750.6 and All-County Letter No. 75–82, April 10, 1975)
Name	27 – 56	30	A	Name
First	27 – 37	11	A	First
Initial	38	1	A	Middle Initial
Last	39 – 56	18	A	Last

*These three fields make up the recipient case number.

Record Layout Instructions (Continued)

DATA ELEMENT	POSITIONS	SIZE	DATA	DEFINITION
Person-Count	57 - 64	8		Person-Count
Fed-Adult	57 - 58	2	$N(+)$	Number of Federal Adults
Fed-Child	59 - 60	2	$N(+)$	Number of Federal Children
Non-Fed-Adult	61 - 62	2	$N(+)$	Number of Non-Federal Adults
Non-Fed-Child	63 - 64	2	$N(+)$	Number of Non-Federal Children
Warrant Information	65 - 88	24		Warrant Information
Number	65 - 72	8	AN	Warrant Number
Issue	73 - 78	6	AN	Date Warrant Issued
Authorize	79 - 84	6	AN	Date Warrant Authorized
Applied	85 - 88	4	AN	Claim YR-MO payment is to be applied
Aid Amounts	89 - 106	18		Aid Claim Amounts
Spec-Need	89 - 94	6	$N(+)$	Special Needs (SN) Amount
Co-Suppl	95 - 100	6	$N(+)$	County Supplemental Aid
Total-Aid	100 - 106	6	$N(+)$	Total Aid Paid
Filler	107 - 124	18		
Record-Seq	125 - 126	2		
Form	127 - 134	8	AN	Form Code or Record Identification

NOTES - SEE RECORD FORMAT LAYOUT

AID CLAIMING SYSTEM
State of California - Human Relations Agency

RECORD LAYOUT   Job Name _____

Record Name _____   ABCD 801   ABCD 801 Aid Payroll (Contra Roll)

Record Size   134   Blocking Factor   Blksize-2412

Programmer _____   Date _____

Record Key (Sort Sequence)

Case Number (SSN)

Name — FIRST — LAST

Person Count — Fed: Adt | Chd | Adt — Non-Fed: Adt | Chd

Warrant information — Number — Issue Date — Authorize Date

Aid Amounts — Original Warrant Amount — Non-Pay Payment Applied

Total Aid Paid

Filler   * Form Code or Record Ident.

NOTES:

1. 9-trk Tape - 1600 BPI (with exception of 7-trk Honeywell Systems)

2. MODE
   A - Alpha field
   N - Display type numeric field
   N(±) - Signed numeric field - sign to be placed in left side of low order byte } EBCDIC CODE

3. Field Name Definitions - See "Fiscal Management and Control Aid Claim Handbook", Section 25-750

4. Data Element Codes
   ① - See attached Table 1 - Attachment Number 4
   ② - See "Management and Office Procedures - Assignment of State Numbers Handbook", Section 23-275.3
   ③ - See "Fiscal Management and Control Aid Claim Handbook", Section 25-730.311
   - See "Fiscal Management and Control Aid Claim Handbook", Section 25-750.53
   - See "Fiscal Management and Control Aid Claim Handbook", Section 25-750.6
   - See All-County Letter #75-32, April 10, 1975

* RECORD SEQ. - to be used if this record format is used to make corrections to detail aid claim records.

ATTACHMENT NO. 3

Summary Report Record/File Format (Form Series 800)

The proposed summary records would consist of:

1.   County, claim date, claim and financial code identification similar
     to that shown on the Detail Aid Form 801.

2.   All numeric (arithmetic) fields are signed.

3.   Essentially these records are an extension of the layout of the actual
     Form 800's and includes a field for every entry on the form.

4.   Our proposed summary records are listed below. These records would be
     the last ones on the tape file. Since 99 percent of the records involved
     in this system are the detail aid claim records the summary records
     will be broken down to a series of identifiable records having the same
     length as the detail claim record.

Total Proposed (prelim) Record Lengths	No.	Form Description
134	ABCD 801	Aid Payroll (contra-roll)
*	ABD 800	Home Valued At Greater Than $25,000
*	AD 800	Adoption Cost Of Care Subvention
*	AD 800A	Aid For the Adoption Of Children
350	APSB 800	Aid To Potentially Self-Supporting Blind
482	CA800-BHI	AFDC Children in Boarding Home and Institutions
868	CA800-FG	AFDC-Family Group
868	CA800-U	AFDC-Unemployed Fathers
48	EL800	Uncollected Loans
370	SC800	Special Circumstances

* Currently not being considered for computerization.

At this time we are soliciting county problems associated with including
summary records on the same tape with the detailed aid payment records.
Detailed record layouts will be provided later pending evaluation of county
responses, refer to Item 4 of the Questionnaire (Attachment No. 5).

ATTACHMENT NO. 4

Data Element Codes

See Attachment No. 2 Record Format for ABCD 801 for data element code locations.
Please review the following references for data element codes noting discrep-
ancies, codes unique to your system, and any other consideration you feel
would be in conflict with our proposed system. These codes are currently
being reviewed by the Department and some changes are expected. We hope to
identify any unique county codes and identify the purpose of it in hopes of
developing a standarized statewide code to cover the situation. Use Item
5 of the Questionnaire (Attachment No. 5) to record your comments.

Data Element Code References

(1) County Code   – See Attachment Number 4, Page 2
(2) Aid Program No. – See `Management and Office Procedures – Assignment of
                       State Numbers Handbook´, Section 23-275.3
(3) Roll Code   – See `Fiscal Management and Control Aid Claim Handbook´,
                       Section 25-730.311
(4) Financial Code – See `Fiscal Management and Control Aid Claim Handbook´,
                       Section 25-750.53
                     – See `Fiscal Management and Control Aid Claim Handbook´,
                       Section 25-750.6
                     – See `All-County Letter #75-82,' April 10, 1975

County Codes

Code	County	Code	County
01	Alameda	30	Orange
02	Alpine	31	Placer
03	Amador	32	Plumas
04	Butte	33	Riverside
05	Calaveras	34	Sacramento
06	Colusa	35	San Benito
07	Contra Costa	36	San Bernardino
08	Del Norte	37	San Diego
09	El Dorado	38	San Francisco
10	Fresno	39	San Joaquin
11	Glenn	40	San Luis Obispo
12	Humboldt	41	San Mateo
13	Imperial	42	Santa Barbara
14	Inyo	43	Santa Clara
15	Kern	44	Santa Cruz
16	Kings	45	Shasta
17	Lake	46	Sierra
18	Lassen	47	Siskiyou
19	Los Angeles	48	Solano
20	Madera	49	Sonoma
21	Marin	50	Stanislaus
22	Mariposa	51	Sutter
23	Mendocino	52	Tehama
24	Merced	53	Trinity
25	Modoc	54	Tulare
26	Mono	55	Tuolumne
27	Monterey	56	Ventura
28	Napa	57	Yolo
29	Nevada	58	Yuba

This table is used to extract the county name to enter on reports. The county code will be listed in the 801 record character positions 1-2.

ATTACHMENT NO. 5

<u>Aid Claiming Questionnaire</u> _____ <u>County</u>
                                     (Co. name)

Technical EDP System Considerations

1. ____<u>yes</u>   ____<u>no</u>   Are you currently utilizing EDP capa-
                                     bilities to provide the Aid Claim
                                     Process? (If not you may dispense
                                     with completing this questionnaire.)

   ____<u>yes</u>   ____<u>no</u>   Is this processing performed by your
                                     county's EDP system?

   _____   If not please name the EDP data center
                                     that you are processing at, i.e., Butte
                                     County, etc.

   _____   Name-Model-operating system of computer
                                     system you are processing aid claim data
                                     with.

2. ____<u>yes</u>   ____<u>no</u>   Does the EDP computer system you use
                                     (referred to hereafter as your computer
                                     system) support tape input/output?

   ____<u>Cards</u>   ____<u>Disk</u>   If your computer system cannot support
                                     tape input what form of input/output
                                     could you provide?

3. Please review Attachment No. 1 – Data Communication/Recording Standards
   for technical limitations.

   ____<u>yes</u>   ____<u>no</u>   Can you produce <u>EBCDIC</u> coded tapes?

   ____<u>yes</u>   ____<u>no</u>   Can you provide USASI (ANSI) labels
                                     with EBCDIC coded tapes?

   ____<u>yes</u>   ____<u>no</u>   Do you have a tape label procedure which
                                     produces a <u>tape mark before and after</u>
                                     <u>the data</u> to be processed on EBCDIC coded
                                     tapes?

Comments: _____

_____

_____

_____

_____

_____

_____ yes   _____ no   Can you produce <u>signed numeric fields</u> as explained on Attachment No. 1 under "Data Field Usage"?

_____ yes   _____ no   Would <u>a blocksize of 2412 bytes</u> cause any significant problems?

_____   What is the preferred optimum blocksize for your system?

_____ yes   _____ no   Can you produce <u>9 TRK-1600 BPI</u> tapes?

_____ yes   _____ no   Can you produce <u>9 TRK-800 BPI</u> tapes?

_____ yes   _____ no   If you can not produce the above can you produce 7 TRK-556 BPI tapes?

_____ yes   _____ no   In summary can you produce EBCDIC coded 9 TRK-1600 BPI labeled (tape mark before and after data) tapes blocked at 2412 bytes with signed numeric fields as specified on Attachment No. 1?

4.   Please review Attachment No. 2 and 3 - "Data Record/File Formats".

Attachment No. 2

_____ yes   _____ no   Can you produce the "standardized" tape record for the ABCD 801 report?

Problem and solution: _____

_____

_____

_____

_____

_____ yes   _____ no   Do you envision any other problem with
                            the proposals for the summary tape record/
                            file formats (ABCD 800 reports)?

Problem and solution: _____

_____

_____

_____

_____

5.   Please review Attachment No. 2 and 3 - "Data Record/File Formats".
      Please review Attachment No. 4 - "Data Element Codes".

      _____ yes   _____ no   The references cited on Attachment Nos.
                                2 and 4 define correctly all codes
                                currently being used in your system for
                                aid claiming.

Please list data element code conflicts, including codes unique to your
county, and/or purpose:

Data Element   Code   Conflict or Purpose
Code
Reference

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

6. Programming/Processing Consideration
   Programming:

   To evaluate the programming impact on the counties to provide machine
   readable input to the Automated Aid Claiming System, please complete
   the chart below as follows:

   a. Type of Program - For each program enter the type of program (write,
      edit,...etc. or a combination of).

   b. Lead Time - For each program enter the amount of lead time needed to
      rewrite/develop the program.

   c. Mod/New - For each program enter an "M" if it is a modification to
      an existing program or an "N" if it is an entirely new program.

   d. Hours - For each program enter the estimated number of hours to be
      expended in the modification/development of the program.

   e. Cost - For each program enter the estimated cost of the
      modification/development.

   f. System Lead Time - Enter the amount of lead time required for
      modification/development of the system.

   g. Estimated Totals - On the first line enter the total of the
      estimated hours required for all programs. On the second line
      enter the total of the estimated costs.

Type of Program	Lead Time (Mos)	Mod/ New	Person Hours	Cost
				$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

System Leadtime* _____   Estimated Totals _____ $ _____

*Full system implementation is currently scheduled for January/February 1977.

   Processing: $ (+ or -) _____/mo indicate estimated increase
               (+) or decrease (-) in current county costs, if you feel
               cost change is negligible enter zero dollars.

   $( ) _____/mo   Estimate the change in cost associated
                               with tape output vs paper/microfiche
                               output (cost of paper vs tape, computer
                               processing time, etc).

$( ) _____/mo
(computer)

$( ) _____/mo
(manual)

Currently the system makes allowances of submitting a supplemental listing of changes/corrections or other entries to the tape input, which would be keyed by the state and processed with the tape input. Estimate the change in cost of producing a listing, manual or computer, compared to current methods of making manual changes/corrections to aid claim data.

_____ yes _____ no

$( ) _____/mo

Do you feel it would be advantageous to submit correct tape data, i.e., requiring no supplemental listing of changes/corrections, or other changes to be keyed and processed by the state? Estimate the change in cost when compared to current process.

$( ) _____/mo

Estimate the cost of change in shipping tape output compared to current paper/ microfiche output.

_____ yes _____ no

Do you feel this method of transmitting data, data communication by tape, is advantageous to your operations and should be pursued in future system designs.

Person to be contacted to obtain additional information, if needed, concerning answers to the Questionnaire:

_____   _____   ( )_____
Name   Title   Phone (area code) number

Return To:

Department of Benefit Payments
Computer Services Branch – Systems Analysis
744 P Street, Sacramento, CA 95814

Attention: Frank Eichelkraut